



Natural Resources Conservation Service
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

VIA ELECTONIC MAIL

COLORADO BULLETIN NO.: CO-360-06-01

Date: October 20, 2005

SUBJECT: PER – Performance Management – Fiscal Year 2005
Performance Appraisals

TO: All Employees

PURPOSE: To provide Fiscal Year 2005 performance appraisal
guidance and information.

EXPIRATION DATE: September 30, 2006

ACTION REQUIRED BY: November 15, 2005

File Code: 360-8

The performance appraisal period for Fiscal Year 2005 ended September 30, 2005, and a performance rating must be completed for each employee eligible to receive a rating for this timeframe. The performance appraisal process should be utilized not only as a measure of performance, but as a method to communicate expectations, concerns, training needs, and career goals. Individual Development Plans (IDP) should be reviewed and career development goals discussed. Final summary evaluations and rating of records must be prepared using the I*CAMS Performance Management Self-Service functions. I*CAMS can be accessed at the following web address: <https://icams.usda.gov>.

The minimum appraisal period for all employees is a 90-calendar day period of time. The appraisal period for most employees generally begins on October 1 of each fiscal year and ends on September 30. Occasionally, extenuating circumstances create the need to extend an employee's rating period beyond September 30 to ensure the 90-day minimum rating period is met. I*CAMS will not allow a final appraisal to be conducted on any employee if the date indicated in the system does not allow for the full 90-day appraisal period. Supervisors who find themselves confronted with such a situation should contact Susan Shortino, Human Resources Officer, for assistance.

The rating criteria established for the Natural Resources Conservation Service is based on a "pass or fail" system. For each critical element established, employees will receive a rating of "Results Achieved" or "Results Not Achieved". If an employee receives a "Results Not Achieved" rating on any element, the overall performance rating would be at the unacceptable level. Such a rating would require placing an employee on an official opportunity-to-improve period (OTI). Written comments to justify a "Results Not Achieved" rating must be included in

the employee's final rating. Supervisors should contact Human Resources for guidance if they have any employees who fall into this category. Comments for "Results Achieved" ratings are optional.

Supervisor's I*CAMS Instructions for Summary Rating:

Using Internet Explorer, go to <https://icams.usda.gov> and log in.

1. Under Manager, click on "Tasks".
2. Click on "Performance".
3. Click on "Summary Rating".
4. Find employee, click on "New Rating" to the right of employee name. A new rating means you are doing a new summary rating for the performance plan for that Fiscal Year.
5. At the Add a New Value screen, click on the lookup (magnifying glass) to find the Plan Start Date. At the Lookup screen click on "Lookup". Under Plan Start Date, click on date.
6. At the Add a New Value screen, click on "Add". This will bring up the employee's performance plan.
7. Enter the overall rating by clicking on the lookup (magnifying glass) to the right of Overall Rating. This will take you to a Lookup screen. Click on "Lookup". Click on the appropriate summary rating. Supervisors contemplating assigning a "Results Not Achieved" rating on any element must contact the Human Resources Staff for guidance.
8. Enter comments in the Reviewer Comments box provided near the bottom of the screen.
9. Click on the "Save" button found in lower left corner of page.

Once the supervisor has completed the rating, an e-mail is automatically sent to the employee notifying him/her of this action. When the employee gets the message, he/she must log into I*CAMS, using Internet Explorer, to view the comments and enter any of his/her own. **Do not log into I*CAMS with the hyperlink in the e-mail message because it might take you to Netscape rather than Internet Explorer.**

Employee's I*CAMS Instructions for Viewing Summary Rating:

Using Internet Explorer, go to <https://icams.usda.gov> and log in.

1. Click on "Worklist" to the right of your name.
2. Click on Worklist link, "Supervisor Did Your Rating".
3. Review Supervisor comments.
4. Enter comments, if any, in the Employee Comment box.
5. Click on "Save" button found in lower left corner of page. This must be done to transmit the rating to the Human Resources staff.

Step 5 completes the rating process for that fiscal year. Once the employee has entered comments and saved, the supervisor will automatically be notified by e-mail. He/she can log back into I*CAMS using Internet Explorer and view the employee's comments.

It is everyone's responsibility to access their performance rating in I*CAMS for 2005. This is the only way employees will receive a permanent rating of record for this year. The above process provides electronic signatures and dates for the rating of record. The Human Resources Staff will not maintain a paper copy of the PWP for 2005.

FY 2006 PROCEDURES:

October 1 is the beginning of a new appraisal cycle. Communication of the performance plans and elements can occur at the same meeting in which the FY 2005 PWP's are finalized or at a separate meeting.

Clarification to the standard elements must be clearly communicated at the time the FY 2006 performance elements are assigned. Supervisors need to ensure that each employee has a minimum of one job specific element and the appropriate Civil Rights element.

Since the 2006 Performance Plan will be changed to 5-tier in December, 2005, we are using the 2005 standards. Print the 2005 Performance Plan from I*CAMS for each employee. Change the date on the form to reflect October 1, 2005 – September 30, 2006. Employee and Supervisor view the plan and sign the hard copy. The supervisor will file and maintain hard copies.

/s/ LeRoy Hall (*for*)

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State Conservationist

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